

**MINUTES
VILLAGE OF LAKEPARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION**

7 PM

NOVEMBER 7, 2016

ATTENDING: Mayor David Cleveland
Mayor Pro-Tem Sandy Coughlin
Council Members: John Barnes, Pam Jack and Fabian Szarko
Village Administrator Cheri Clark
Finance Officer Cheryl Bennett
Attorney Ken Swain

CALL TO ORDER: Mayor David Cleveland called the November 7, 2016 Regular Session Council meeting to order.

INVOCATION: Mayor David Cleveland gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor David Cleveland led the Pledge of Allegiance.

PUBLIC COMMENT: Bob and Karen Faulkner – 3422 Mayhurst Drive – expressed concern over the removal of all of the pine trees in Barnett Park due to a pine bark beetle infestation. They do not want to lose the bird habitat nor the screening around their yard. Bob also wanted to know if we have other areas impacted by the beetles. Mayor David Cleveland shared that the Village is trying to be proactive in addressing the infestation.

Alexander Sunday – 6015 Kenmore Drive – also expressed his concern about the removal of the trees in Barrett Park and the screening impact for the neighbors surrounding the park.

Mayor David Cleveland recognized the Veterans. Bob Haegele – Air Force, Sean Lowther – Air Force, Alexander Sunday – Army and Mayor David Cleveland – Army.

APPROVAL OF MINUTES: John Barnes made the motion to approve the October 11, 2016 Regular Session Council minutes and the October 11, 2016 Closed Session minutes as presented. Fabian Szarko seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: Pam Jack made the motion to adopt the November 7, 2016 Council Meeting Agenda as presented. Fabian Szarko seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Rucker shared that there were 109 calls for service including 7 alarm calls, 1 animal complaints, 4 burglary to vehicle, 1 property damage vandalism mischief, 1 suspicious person, 20 traffic stops and 288 self-initiated calls.

COUNCIL VACANCY: Four residents have expressed interest in filling the empty Council position. The appointment will be for one year until the November 2017 election at which time the position will be for a two year term. Christian Bell, Kristen Bowman, Jonathan McDaniel and James Record have expressed interest in the position. Kristen Bowman and Jonathan McDaniel attended the Council meeting and expressed why they would like to be part of the Council. Christian Bell and James Record were unable to attend the November Council meeting but will be at the December meeting.

Kristen Bowman has lived in Lake Park for four years and currently serves on the Economic Development Committee. Her background is in retail management and human resources.

Jonathan McDaniel has lived in Lake Park for nine years and currently serves as the Chairman of the Planning Board and Board of Adjustments. His background is in commercial traffic operations.

By consensus, Council decided to wait until the December Council meeting to make a decision concerning the appointment.

In July, the Village expanded the office hours to Monday 9 to 6 and Tuesday – Friday 9 to noon or by appointment. Residents are not using the expanded hours and therefore Staff is requesting the hours to be Monday 9 to 5, Tuesday- Friday 9 to noon or by appointment. Council by consensus modified the hours.

VOLP FIVE YEAR DEVELOPMENT PLAN: Pam Jack shared that 65 of the 2016 Community Development Plan Surveys have been returned to date. Surveys can be mailed or dropped off at Town Hall until November 30th. The committee will also be meeting with the current members of the Council and HOA as well as some of the previous Council and HOA members. Pam Jack and Sean Lowther will interview current HOA and previous HOA members and Christine Carlini and Blair Cooper will interview current Council and previous Council members. Pam Jack encouraged everyone to complete and return their surveys.

PLANNING BOARD: Mayor David Cleveland read the proposed Sidewalk text amendment into the minutes. Mayor David Cleveland shared that he had served on the Unified Development Ordinance Committee and he thought the committee had addressed sidewalks in conjunction with development and redevelopment situations. Sandy Coughlin made the motion to call for a public hearing on the proposed Sidewalk text amendment prior to the December 13th Council meeting. John Barnes seconded the motion. Vote – Unanimous.

The Lake Park Planning Board, based upon the submission and request for consideration by staff, recommends that the Village Council authorize the necessary notice and public hearing to implement the following text amendments to the UDO:

That Article 9, Section 9.6(F) be amended to read as follows:

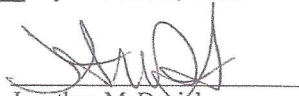
(F) Sidewalks

- (1) All new streets shall be constructed with pedestrian sidewalk on both sides of the street.
- (2) The development of a vacant lot or the redevelopment of a previously developed lot shall require the installation of pedestrian sidewalk along all public rights-of-way adjacent to the site if not fully in place at the time of development or redevelopment.
- (3) The expansion or alteration of any structure or site that increases the size of the structure or parking area by greater than 25%, or where such improvements exceed 10% of the value of the structure (for structural improvements) or land (for site improvements) shall require the installation of pedestrian sidewalk along all public rights-of-way adjacent to the site if not fully in place at the time of such expansion or alteration. When calculating the size or Value of improvements, all improvements to structures or ancillary site features on a property made or proposed after the effective date of this provision shall be cumulative.
- (4) All pedestrian sidewalk and multi-use paths shall be constructed to NCDOT standards in effect at the time of development or redevelopment for the particular type of facility.
- (5) The provisions of this Section shall not apply to the development, redevelopment, expansion, or alteration of a single family dwelling on a lot which is adjacent to a street that was constructed prior to the effective date of this Ordinance.

The Planning Board has found that proposed amendments set forth above to the Village of Lake Park Unified Development Ordinance, which serves as the comprehensive zoning plan for the Village, are consistent with the plan since the proposed amendments serve to provide a continuous pedestrian infrastructure at or around the structures within the Village.

Furthermore, the Planning Board has found that the proposed amendments to the Village of Lake Park Unified Development Ordinance are reasonable and in the public interest in that it provides local legislation which directs the circumstances under which such pedestrian infrastructure is required to be installed and the standards that the installation shall comply with at the time of installation.

This recommendation being made this the 16 day of October, 2016.


Jonathan McDaniel
Planning Board Chair

Attorney Ken Swain shared with Council that the Village has received a Zoning Map Amendment application from Lucas Lands LLC requesting the three parcels 3308, 3316 and 3324 Faith Church Road be zoned Industrial instead of General Business. A Zoning Map Amendment requires detailed notice to the adjacent property owners by mail, posting of the properties involved and advertisement of public hearing. Sandy Coughlin made the motion to call for a Public Hearing regarding the proposed Zoning Map Amendment, to make a request that the Village of Lake Park Planning Board evaluate and provide a recommendation to Council and direct that all necessary notices be posted, advertised and mailed. Pam Jack seconded the motion. Vote – Unanimous.

FINANCE OFFICER’S REPORT: Cheryl Bennett shared that the Village has received half of our Powell Bill funds for the year - \$48,172.73. Cheryl Bennett requested 2016 tax refunds for four taxpayers due to overpayments totaling \$822.36. John Barnes made the motion to approve the four tax refunds. Fabian Szarko seconded the motion. Vote – Unanimous.

	<u>Oct 16</u>	<u>Jul - Oct 16</u>	<u>YTD Budget</u>	<u>% of Budget</u>
General Fund				
Income				
Property Taxes				
Ad valorem current year	15,217.52	81,894.35	543,767.00	15.06%
Utility ad valorem	0.00	0.00	6,740.00	0.0%
Motor vehicle tax	6,447.70	22,189.39	70,587.00	31.44%
Ad valorem prior years	438.15	1,858.67	2,500.00	74.35%
Prior years motor vehicle tax	0.00	0.00	50.00	0.0%
Penalties and interest	126.59	834.08	2,800.00	29.79%
Total Property Taxes	22,229.96	106,776.49	626,444.00	17.05%
Other Taxes				
Stormwater Fees- current year	1,135.00	7,080.00	42,830.00	16.53%
Stormwater fees - prior years	30.00	210.00	150.00	140.0%
Total Other Taxes	1,165.00	7,290.00	42,980.00	16.96%
State Shared Revenues				
Alcoholic Beverage Tax	0.00	0.00		
Sales and use tax	15,129.25	18,511.23	180,000.00	10.28%
Telecom. Sales Tax	0.00	-38.04	2,000.00	-1.9%
Elec. Sales Tax	0.00	-1,948.52	105,000.00	-1.86%
Video Prog. Sales Tax	0.00	-24.30	20,000.00	-0.12%
Piped Gas Sales Tax	0.00	-254.41	7,900.00	-3.22%
Solid Waste Disposal Tax	0.00	574.75	3,300.00	17.42%
Total State Shared Revenues	15,129.25	16,820.71	318,200.00	5.29%
Parks & Recreation Revenue				

Program Fees	44.00	1,185.75	1,400.00	84.7%
Facility Rentals	55.00	875.00	3,000.00	29.17%
Daily swim fees	0.00	10,392.80	12,000.00	86.61%
Season pass pool fees	0.00	1,455.00	49,000.00	2.97%
Total Parks & Recreation Revenue	99.00	13,908.55	65,400.00	21.27%
Other revenues				
Zoning Permits	250.00	750.00	500.00	150.0%
Approp. Fund Bal. Stormwater	0.00	0.00	32,370.00	0.0%
Approp. Fund Balance	0.00	0.00	77,383.00	0.0%
Civil Penalties	10.00	70.00	500.00	14.0%
Investment revenue	54.82	692.97	800.00	86.62%
Miscellaneous	2,101.70	2,619.99	1,000.00	262.0%
Total Other revenues	2,416.52	4,132.96	112,553.00	3.67%
Total Income	41,039.73	148,928.71	1,165,577.00	12.78%
Expense				
General Government				
Other Expenditures				
Economic Development	158.53	5,683.53	8,500.00	66.87%
Contingency	0.00	0.00	10,000.00	0.0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0.0%
Dues and Permits	0.00	0.00	250.00	0.0%
Cap.Outlay- Pet Waste Stations	0.00	0.00	0.00	0.0%
Prof. Fees - Engineering	0.00	520.00	15,000.00	3.47%
Repairs & Maint. Services	0.00	3,000.00	60,000.00	5.0%
Total Stormwater Expense	0.00	3,520.00	75,350.00	4.67%
Total Other Expenditures	158.53	9,203.53	93,850.00	9.81%
Planning and Zoning				
Zoning Admin. Services	919.42	3,677.68	11,033.00	33.33%
Code Enforcement Services	0.00	0.00	1,300.00	0.0%
Consulting Fees	0.00	0.00	1,600.00	0.0%
Legal Services	1,281.00	1,281.00	3,000.00	42.7%
Advertising	0.00	0.00	220.00	0.0%
Postage	0.00	32.56	80.00	40.7%
Supplies	0.00	36.58	300.00	12.19%
Training	0.00	675.00	700.00	96.43%
Total Planning and Zoning	2,200.42	5,702.82	18,233.00	31.28%

Gen. Govt. Personal Services

Adm Assistant	570.00	2,520.00	7,890.00	31.94%
Clerk/Tax Collector	5,351.16	21,404.64	64,214.00	33.33%
Council	0.00	3,138.75	12,555.00	25.0%
Finance Officer	1,386.58	5,546.32	16,639.00	33.33%
Mayor	0.00	1,287.50	5,150.00	25.0%
Payroll Expenses	<u>629.38</u>	<u>2,874.51</u>	<u>9,042.00</u>	<u>31.79%</u>
Total Gen. Govt. Personal Services	7,937.12	36,771.72	115,490.00	31.84%

Professional Fees

Engineering Fees	0.00	0.00	400.00	0.0%
Auditing Services	0.00	0.00	4,600.00	0.0%
Legal Services	<u>1,925.00</u>	<u>1,965.00</u>	<u>15,000.00</u>	<u>13.1%</u>
Total Professional Fees	1,925.00	1,965.00	20,000.00	9.83%

Supplies and Materials

Office	<u>911.07</u>	<u>2,063.06</u>	<u>6,000.00</u>	<u>34.38%</u>
Total Supplies and Materials	911.07	2,063.06	6,000.00	34.38%

Services

Advertising	0.00	0.00	200.00	0.0%
Membership and dues	0.00	4,585.00	5,000.00	91.7%
Bank charges	89.40	400.08	860.00	46.52%
Elections	0.00	0.00	0.00	0.0%
Insurance/bonds	0.00	7,090.23	8,200.00	86.47%
Miscellaneous oper. exp.	0.00	0.00	700.00	0.0%
Website/flyers	0.00	0.00	1,500.00	0.0%
Printing & Delivery Newsletter	240.00	700.00	2,400.00	29.17%
Postage	0.00	91.00	500.00	18.2%
Property Tax	0.00	246.28	600.00	41.05%
Strategic Planning	186.12	460.48	1,000.00	46.05%
Tax collection	169.89	573.52	2,800.00	20.48%
Telephone	367.24	1,800.16	5,200.00	34.62%
Training	0.00	0.00	600.00	0.0%
Travel	<u>220.86</u>	<u>782.36</u>	<u>1,500.00</u>	<u>52.16%</u>
Total Services	1,273.51	16,729.11	31,060.00	53.86%

Capital Outlay

Laptop	0.00	0.00	1,500.00	0.0%
Sidewalk repairs	0.00	20,290.00	20,290.00	100.0%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0.0%

Total Capital Outlay	<u>0.00</u>	<u>20,290.00</u>	<u>31,790.00</u>	<u>63.83%</u>
Total General Government	14,405.65	92,725.24	316,423.00	29.3%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	0.00	0.00	3,500.00	0.0%
Janitorial /Cleaning Supplies	0.00	64.96	250.00	25.98%
Food/Provisions - events	0.00	1,132.08	2,500.00	45.28%
Pool Supplies	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.0%</u>
Total Parks/Rec. Supplies & Materials	0.00	1,197.04	9,250.00	12.94%
Parks/Rec Services				
Pool Attendant Salaries	0.00	0.00	1,100.00	0.0%
Pool management fee	0.00	11,468.50	50,610.00	22.66%
Pool Operations	0.00	5,338.54	8,100.00	65.91%
Comm. center maintenance	220.42	1,145.99	9,800.00	11.69%
Seasonal Decorations	1,000.00	1,000.00	14,400.00	6.94%
Events Services	93.60	368.60	1,200.00	30.72%
Water/Sewer	401.20	2,814.46	8,000.00	35.18%
Natural Gas	<u>27.21</u>	<u>108.84</u>	<u>800.00</u>	<u>13.61%</u>
Total Parks/Rec Services	1,742.43	22,244.93	94,010.00	23.66%
Maintenance of Common Areas				
Landscaping	10,833.33	43,333.32	148,550.00	29.17%
Park maintenance	250.00	3,420.03	36,410.00	9.39%
Pond maintenance	1,381.50	5,526.00	22,600.00	24.45%
Electric Maintenance	0.00	560.00	10,500.00	5.33%
Repairs of Common Areas	<u>0.00</u>	<u>320.00</u>	<u>2,000.00</u>	<u>16.0%</u>
Total Maintenance of Common Areas	12,464.83	53,159.35	220,060.00	24.16%
Parks/Rec Capital Outlay				
Tennis court resurfacing	31,100.00	31,100.00	32,000.00	97.19%
Basketball court resurfacing	8,575.00	8,575.00	9,000.00	95.28%
Council chambers video system	0.00	0.00	0.00	0.0%
Benches, Tables etc.	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>0.0%</u>
Total Parks/Rec Capital Outlay	<u>39,675.00</u>	<u>39,675.00</u>	<u>43,000.00</u>	<u>92.27%</u>
Total Parks & Recreation	53,882.26	116,276.32	366,320.00	31.74%
Public Services/Safety				
Electric bills	8,769.22	35,895.30	109,600.00	32.75%
Street Signs	3,000.00	3,030.00	12,900.00	23.49%
Waste Collection	15,380.82	46,041.46	189,000.00	24.36%

Law enforcement	0.00	85,667.00	171,334.00	50.0%
Total Public Services/Safety	27,150.04	170,633.76	482,834.00	35.34%
Total Expense	95,437.95	379,635.32	1,165,577.00	32.57%
Net General Fund	54,398.22	230,706.61	0.00	100.0%
Powell Bill				
Other Income				
Interest - Powell Funds	2.60	14.99	0.00	100.0%
Powell Bill Revenue	48,172.73	48,172.73	96,800.00	49.77%
Total Other Income	48,175.33	48,187.72	96,800.00	49.78%
Other Expense				
Street Exp. - Powell Bill	0.00	72,841.00	96,800.00	75.25%
Total Other Expense	0.00	72,841.00	96,800.00	75.25%
Net Powell Bill	48,175.33	-24,653.28	0.00	100.0%
Net Excess of Rev. over Exp.	-6,222.89	255,359.89	0.00	100.0%

PARK AND RECREATION BUSINESS: Mayor David Cleveland shared that The Park & Recreation Commission did not meet in November due to a lack of a quorum.

Ashley Dance's resignation from Council also creates a vacancy on the Park & Recreation Commission. There is one year remaining of her three year term on the Commission.

Smith Turf & Irrigation is a major supplier of landscape irrigation, lighting and water features in the southeast United States. Last week they named Lucas Lawn & Landscape their 2016 NC Contractor of the year. Congratulations to Doug Lucas and all of their employees.

The Village of Lake Park participates in the Union County Urban Forester program which provides urban forester services to municipalities in Union County. P&R has used these services in the past to analyze trees that need to be pruned or removed, and to get recommendations for tree replacements. Our share of the fees for FY2016-17 is \$1,409.20. P&R would like to request approval for payment of these fees which is budgeted under Park Maintenance. Fabian Szarko made the motion to pay the Union County Urban Forester. Pam Jack seconded the motion. Vote – Unanimous.

Park and Recreation is requesting approval to remove all 24 of the remaining pine trees in Barnett Park. These trees have been dying due to pine bark beetle infestations. P&R has been removing the trees as they have been dying; however, more are now diseased, and it will be cost advantageous to remove all of them at one time. P&R has a quote for \$2455.15 to remove

all of the pines and grind the stumps. This would be funded out of Park Maintenance. Fabian Szarko made the motion to approve the removal of the diseased trees. John Barnes seconded the motion. Vote – Unanimous.

Fabian Szarko shared that Quality Seal Coating & Sport Surfaces completed the tennis court and basketball court resurfacing in October. There is a small area that bubbled due to moisture, however Jonathan Meadows thinks this area will lay flat.

The Chili Cook-off is scheduled for Saturday, November 12th from 6:00 to 8:00 PM. It is not too late to sign up to showcase your favorite chili recipe. Prizes will be awarded for the best chili based upon the tasters' ballots. Come out and enjoy this great community event. Admission is only \$1 per person.

The Christmas Tree Lighting Ceremony is scheduled for Sunday, December 4th from 5:30 – 6:30 PM. Students from Union Academy will be providing vocal and instrumental music. Pastor Paige Miller from Faith United Methodist Church will be reading scripture, and our Home Town Hero, Willie Caldwell, will be lighting the Christmas tree. Immediately following the Tree Lighting Ceremony the HOA will be providing Carriage Rides and refreshments at the Community Center. It is rumored that Santa Claus may even make a surprise visit.

ECONOMIC DEVELOPMENT: Sandy Coughlin shared that the EDC is sending a letter to the owners and the property management company of the Town Center buildings expressing concern about the lack of preventive maintenance and upkeep. The focus is on projecting the EDC interest in the owner's maintenance aligning with the Village's work to maintain and continually improve the Village. The EDC is planning a February networking event.

MATHISEN MEMORIAL: Sandy Coughlin shared that Council has considered multiple options to honor Lake Park Developer Chris Mathisen. The Council seems to be leaning toward renaming Town Center Park/Gazebo Park to Mathisen Square. Several signage ideas have been discussed including the placement of the name Mathisen Square on the corner of the planter closest to Town Center and to placing bronze plaques on the gazebo. Sandy Coughlin will pursue pricing the multiple options for the December Council meeting. Pam Jack made a motion to change the name of the park to Mathisen Square. Sandy Coughlin seconded the motion. Vote – Unanimous.

PUBLIC SERVICES: Pam Jack shared that Waste Collection has not been running smoothly the last couple of weeks. The Village will continue to monitor the weekly service to address recent concerns.

John Barnes shared that the lights around the pools have been changed to LED and within the next year, the Village should recoup the installation cost and reduce the electric bill.

John Barnes discussed the clock tower chimes repair. The clock tower has two main parts – the clock tower controller and the chime controller. These two parts operate independently of one another. Over the years the Village has made repairs to the clock tower controller due to lighting strikes and circuitry issues. Currently there is a problem with the chime controller. The chime controller system is 9 years old and this is the first problem we have experienced.

The Village has never updated the software and when a software update is done the system is evaluated - \$295. The other option is that the circuit board has gone bad. The estimated cost to replace the circuit board - \$1,500. The cost to cover both a software update and replace the circuit board including shipping - \$2,000. The funds would come from the Electric Maintenance line item. John Barnes made a motion to approve \$2,000 to replace boards, update software and shipping fees. Sandy Coughlin seconded the motion. Vote – Unanimous.

COMMUNICATION: The deadline for articles and information for the November newsletter is Friday, November 11th at 5 p.m. Topics to be included: Waste Collection, Garden Club, Toy Drive, Chili Cook-Off, , Open Council Position, Five Year Plan Survey, P&R, Public Hearings and Mathisen Square.

COUNCIL COMMENTS: Council thanked Kristen Bowman and Jonathan McDaniel for their willingness to serve on Council.

Mayor David Cleveland shared that there are currently four candidates for one position on Council and reminded everyone that in July interested residents may file for open positions for a two year Council term, two – four year Council terms or the Mayor's office.

Mayor David Cleveland also reminded everyone to please vote.

ADJOURN: Fabian Szarko made the motion to adjourn. Pam Jack seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

